

INTERNSHIPS WITH THE GOVERNOR'S OFFICE

The Iowa Governor's Office is proud to offer an outstanding and diverse internship program for undergraduate, graduate and law students. Governor Culver and Lt. Governor Judge are committed to providing quality opportunities for students to learn and gain valuable skills. The program is designed to meet the individual needs of students and assist the Governor's Office in meeting the goals of the office.

To be considered for an internship, the student must complete and return (1) *attached form* and (2) a *resume*. The Governor's Office is unable to compensate students financially for their internship, but it will work with each intern and his/her college to assist with college credit for the experience. Interns will garner experience at the center of state government, the opportunity to network with people from the executive and legislative branches and the chance to earn recommendations from members of the Governor's Office. Internships are available for summer, fall or spring terms. Interns must be available to work at least 16 hours per week.

The categories of internships that are currently available are:

- **Communications internships** – Communications interns will assist the Communications Department in disseminating news from the Governor's office. Official tasks include, but are not limited to: writing press releases and advisories, organizing and briefing the Governor, Lt. Governor and First Lady for press conferences, updating and maintaining press lists, pitching press events to the media, writing special letters and tracking media coverage of policy initiatives. Communications interns should possess excellent verbal and written communication skills, strong computer skills and a willingness to learn.
- **Policy internships** – Interns will assist the Policy Department on issue tracking and policy development. Tasks that interns will assist with include: policy research and analysis, policy correspondence, outreach work with interest groups, bill tracking, issue tracking with state departments and policy development. Students applying for these internships should have a background in political science, humanities or liberal arts and a demonstrated interest in public policy. Applicants should have strong research, analytical and communication skills.
- **Outreach internships** – These interns will assist in marketing the Governor's message and policy to targeted constituencies. Tasks will include direct contact with nonprofit groups, businesses and state agencies; creation of newsletters and targeted articles; and visits with strategic outreach groups. Students applying for these internships should have an interest in public policy, communications and marketing and should have strong research, verbal and written communication skills.
- **Casework internships** – Interns will assist the office caseworker with citizen inquiries. Tasks that interns will assist with include: handling casework calls and mail, computer entry and special projects. Students applying for these internships should have strong communication and people skills.
- **Administrative Office internships** – Interns will assist the Correspondence Coordinator and the Judicial Appointments Coordinator, as well as assist with administrative support when needed. Tasks that interns will assist with include: copying, filing, data entry and answering the phone and mail. Students applying for these internships should have strong computer and communication skills.

- **Legal Internships** – The Legal Department has two types of internships available. These internships provide students an excellent opportunity to observe the workings of state government from the center of the executive branch.

(1) One intern will work primarily with the Assistant to the General Counsel in matters such as the review of clemency files (restoration of firearms rights, pardons and commutations) and responding to correspondence. Students applying for this internship should be a first-year law school student or an undergraduate with an interest in attending law school.

(2) The second intern will work primarily with the General Counsel and Associate General Counsel. The intern will be assigned legal research and writing projects in a variety of areas of law, including, but not limited to, the following: administrative rules, ethics and open meetings/public records. Special projects may also be assigned. By way of example, in the past these projects have related to the environment and renewable fuels, and the governor's emergency powers. The intern will be asked to attend various public hearings and/or public meetings and provide a written or verbal summary of the proceedings. Students applying for this internship should be enrolled in law school and possess strong legal research and writing skills and an ability to produce a high-quality work product in a short amount of time.

Individuals interested in these internships should send a resume and completed application form to:

Adam Gross
Outreach Coordinator/Volunteer Liaison
Governor's Office
State Capitol
Des Moines, IA 50319
Fax: 515-281-6611
Email: adam.gross@iowa.gov
Phone: 515-281-0159

or

Molly Clause
Administrative Assistant
Governor's Office
State Capitol
Des Moines, IA 50319
Fax: 515-281-6611
Email: molly.clause@iowa.gov
Phone: 515-281-0222

Application deadlines for each term:

For Spring Term 2008 (January-May)
For Summer Term 2008 (June-August)
For Fall Term 2008 (September-December)

Monday, December 10, 2007
Monday, May 5, 2008
Monday, August 18, 2008

Application and Selection Process:

Please make sure that your application is postmarked no later than the deadline date for consideration for the Governor's Office Internship Program. Applications for the Governor's Office Internship Program are on a rolling basis. As soon as application is received, it is reviewed. This means that candidate selection decisions are made quickly. It also may mean that the program may fill prior to the published application deadline. Consequently, we encourage you to apply as early as possible.

Candidates will be notified as to the status of their application (whether they will be invited to interview) after their submissions have been processed. After completion of candidate interviews, invitations to join the Governor's Office Internship Program will be extended.

The Office of the Governor embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation or physical ability. The Office of the Governor and State of Iowa are equal opportunity employers.

The application form is also available on the Governor's Office website at <http://www.governor.iowa.gov/administration/intern.php>.